

Request for Records Disposition Authority

Records Schedule Number **DAA-0026-2013-0002**
 Schedule Status **Approved**

Agency or Establishment **U S Coast Guard**
 Record Group / Scheduling Group **Records of the U S Coast Guard**
 Records Schedule applies to **Agency-wide**
 Schedule Subject **Harbor Safety Committees**
 Internal agency concurrences will be provided **No**

Background Information **The purpose of this request is to add new items to the Coast Guard Records Disposition Schedules, COMDTINST M5212 12A, Information and Life Cycle Management Manual**

These new items provide guidance in record keeping for local coordination of Harbor Safety Committees (HSCs) HSCs are not statutorily required Area Maritime Security Committees (AMSCs), and don't duplicate MTS efforts already performed by AMSCs and their subcommittees Coast Guard participates in and is supportive of the HSC's scope of work

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0026-2013-0002

Sequence Number	
1	SSIC 16010 Harbor Safety Committees (HSCs) Disposition Authority Number DAA-0026-2013-0002-0001
2	SSIC 16010 Harbor Safety Committees (HSCs) Disposition Authority Number DAA-0026-2013-0002-0002
3	SSIC 16010 Harbor Safety Committees (HSCs) Disposition Authority Number DAA-0026-2013-0002-0003

Records Schedule Items

Sequence Number	
1	<p>SSIC 16010 Harbor Safety Committees (HSCs) Disposition Authority Number: DAA-0026-2013-0002-0001</p> <p>Notes or minutes used to produce the annual HSC Report outlining CG participation in the activities of HSCs (excluding Area Maritime Security Committee and Port Readiness Committee activities that are independent from HSCs)</p> <p>Final Disposition: Temporary Item Status: Active Is this item media neutral?: Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?: No</p> <p>Disposition Instruction: Cutoff Instruction: Cut-off annually Retention Period: Destroy immediately after 2 years</p> <p>Additional Information: GAO Approval: Not Required</p>
2	<p>SSIC 16010 Harbor Safety Committees (HSCs) Disposition Authority Number: DAA-0026-2013-0002-0002</p> <p>Annual HSC Reports outlining the activities of HSCs (excluding Area Maritime Security Committee and Port Readiness Committee activities that are independent from HSCs) at Commandant (CG-WWM)</p> <p>Final Disposition: Temporary Item Status: Active Is this item media neutral?: Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?: No</p> <p>Disposition Instruction: Cutoff Instruction: Cut-off annually Retention Period: Destroy immediately after 2 years</p>

3

Additional Information

GAO Approval Not Required

SSIC 16010 Harbor Safety Committees (HSCs)

Disposition Authority Number **DAA-0026-2013-0002-0003**

District (dp) offices entries for HSC report in electronic system such as MISLE, in the Involved Parties Tab

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Review annually in MISLE and update/overwrite changes accordingly

Retention Period Destroy immediately after 2 years

Additional Information

GAO Approval Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
01/30/2013	Certify	Pamela Norman	US Coast Guard Records Officer	U S Coast Guard - U S Coast Guard
02/01/2013	Return for Revision	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
02/01/2013	Submit For Certification	Jennifer Gary	Management Analyst	Department of Homeland Security - US Coast Guard
02/01/2013	Certify	Pamela Norman	US Coast Guard Records Officer	U S. Coast Guard - U S Coast Guard
07/01/2013	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
07/09/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/10/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/11/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist